

VACANCY NOTICE
RHODE ISLAND JUDICIARY

Title of Position:	<u>Deputy Clerk</u>	Classification Code:	<u>00415700</u>
Salary Range:	<u>Gr. 320 A \$35,310 - \$40,075</u>	Reference Position Number:	<u>2750-80100-#563</u>
Department or Agency Name:	<u>Judicial</u>	Application Period:	<u>Jan. 27 - Feb. 5, 2006</u>
Division/Section/Unit:	<u>Workers' Compensation Court</u>		
Shifts and Days:	<u>Monday - Friday 1st</u>	Job Location:	<u>Providence</u>
Restrictions/Limitations:	<u>Pending Availability of Funds</u>		
Position Covered by Collective Bargaining Union Agreement:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Name of Bargaining Unit:	<u>Council 94, Local 2884</u>		

INSTRUCTIONS

STATE EMPLOYEE: Applications are now being accepted for the position(s) indicated. Please complete fully the CS-14 Application form; and the RIEEO 378 Affirmative Action Card. Remember to include either on the application or within a cover letter, both the Position Title and Number.

MOST IMPORTANT- please include the following information:

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|--|----------------------------------|
| ◆ The title of the position for which you are applying | ◆ Date you entered State service |
| ◆ Name of department where you are currently employed | ◆ Your business telephone number |
| ◆ Title of your present position and date you entered it | ◆ Present Union Affiliation *** |
- ***In certain agencies, bargaining union applicants will receive preferential consideration according to contract

NON STATE EMPLOYEE: Please submit an Application Letter and Resume to the address below. Please include the Position Title and Number.

MEDICAL INFORMATION: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules and Regulations of the Americans with Disabilities Act (ADA)

DUTIES /RESPONSIBILITIES:

Under the Administrative direction of the Chief Judge of the Workers' Compensation Court, to perform any of the duties and responsibilities required in assisting Judges of the Court. Other responsibilities include the handling and processing of all legal transactions handled by the Court. The Deputy Clerk receives and assigns cases to the calendar, assists lawyers, litigants and paralegals, maintains files and makes docket entries, swears witnesses, summons lawyers and witnesses to hearings, and performs other judicial support duties as required.

EDUCATION/EXPERIENCE/SPECIAL REQUIREMENTS:

Graduation from an accredited high school or GED, supplemented by additional courses in business or law, with actual business or law office experience, or 3 years' experience in the processing of Workers' Compensation cases, or any combination of experience that shall be equivalent to the above. Candidate must have knowledge of word processing, the Workers' Compensation Court Rules of Procedure, legal document processing, decision and decree processing, summons processing, as well as familiarity with uniform system citation. The ability to communicate clearly and consistently, both orally and written, is essential.

Apply within the application period as shown in this announcement. **NOTE:** Some state union contracts allow a 3 day grace period for receipt of application. This Office does not assume responsibility for applications sent through the mail.

SEND RESUME AND/OR CS-14 Application to:

Chief Judge George E. Healy, Jr.
R.I. Workers' Compensation Court
One Dorrance Plaza
Providence, RI 02903
Fax #401-222-3121

TDD#: 401-458-5000 through RI Relay at 7-1-1 (TTY)
(Telecommunication Device for the Deaf)

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY EMPLOYER

AMERICAN WITH DISABILITIES ACT (ADA) PROVISIONS

Reasonable Accommodation:

If an applicant is unable to perform any essential job functions because of his/her disability, but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall **not** be considered unqualified for the position.